



ASSOCIATE ENVIRONMENTAL PLANNER  
(ARCHITECTURAL HISTORY)  
DEPARTMENTAL PROMOTIONAL  
STATEWIDE  
FINAL FILING DATE: APRIL 27, 2009

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

WHO MAY APPLY

This is a departmental promotional examination for the Department of Transportation.

- 1. Applicants must have a permanent civil service appointment with the Department of Transportation as of the final filing date, in order to participate in the examination; **or**
- 2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; **or**
- 3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; **or**
- 4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select **one** department in which to compete.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE**, personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.** **THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

FILE BY MAIL: Department of Transportation  
Exam Services (MS 86)  
P.O. Box 168036  
Sacramento, CA 95816-8036

FILE IN PERSON: Department of Transportation  
1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor  
Sacramento, CA 95816  
(916) 227-1821

**SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES.** Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet at <http://spb.ca.gov/jobs/stateapp.htm>.

REASONABLE  
ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

SALARY RANGE

\$4619 - \$5616

QUALIFICATIONS  
APPRAISAL INTERVIEW

It is anticipated that qualifications appraisal interviews will be held during June/July 2009.

REQUIRED  
IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

**NOTE:** All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM  
QUALIFICATIONS

**Either I**  
One year in the California state service performing the duties of an Environmental Planner (Architectural History), Range C.

**Or II**  
**Experience:** Three years of experience in research, writing or teaching in American architectural history, or other demonstrable professional activity with a government agency, academic institution, historical organization or agency, museum, or other professional institution, at least one year of which must have been equivalent in level of work performed by an Environmental Planner (Architectural History), Range C, in the California state service. (A Doctorate Degree in either Art History or Architectural History with a concentration in American Architecture may be substituted for the three years of required experience; a Master's Degree in Art History or Architectural History with a concentration in American Architecture may be substituted for two years of the required experience.) **And**

**Education:** Equivalent to graduation from college with a degree in either Art History, Architectural History or Historic Preservation, including course work in 17<sup>th</sup> - 20<sup>th</sup> Century American Architecture, and 19<sup>th</sup> - 20<sup>th</sup> Century Architectural History. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

ADDITIONAL DESIRABLE  
QUALIFICATIONS

College level courses related to environmental planning.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

POSITION DESCRIPTION	This is the full, specialized journey person level. Under general direction, plans and carries out the details of the more difficult and complex studies in the area of architectural history. Such work may include serving in a lead capacity over other personnel within the scope of particular studies.
EXAMINATION INFORMATION	This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

- Scope:** This series specification describes classes used to plan, develop, evaluate, and mitigate a wide variety of environmental planning and project activities. As part of an interdisciplinary team, incumbents in these classes will integrate social, economic, and environmental elements of systems and project planning into statewide and interregional facilities planning and development.
- A. Knowledge of:**
- General ecology or general principles behind planning for the conservation and preservation of natural resources.
  - General principles and techniques of research and statistical analysis.
  - Communication skills for purposes of data gathering.
  - Techniques and methods of evaluation of environmental impacts.
  - Various types of public facilities and how they service the community.
  - State and Federal laws and regulations relating to the environment.
  - State, local and regional governmental organizations as they relate to environmental planning, specific knowledge of either the social sciences, natural sciences or environmental design arts.
  - Trends in environmental, urban and regional planning.
  - Principles and concepts of architectural history as applied in a planning setting.
  - Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations.
  - Principles of effective supervision.
  - Principles and concepts of architectural history techniques and methodologies, as applied in a planning setting.
- B. Ability to:**
- Analyze environmental situations accurately.
  - Gather and analyze data.
  - Prepare written reports.
  - Work effectively with others as an interdisciplinary team member.
  - Conduct interviews for data gathering.
  - Apply general techniques of insuring participation in the planning process.
  - Coordinate environmental planning, research, and analysis of proposed projects.
  - Make an assessment of an existing environment.
  - Write environmental documents.
  - Plan and carry out complex studies.
  - Direct the work of others engaged in planning studies.
  - Participate in public presentations.
  - Solicit outside expertise on a short-term basis on specific environmental studies or phases of studies.
  - Adapt and apply formal methods and principles in architectural history to planning problems of an applied practical nature.

**NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Transportation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
CAREER CREDITS	Career credits are not granted in promotional examinations.
VETERANS PREFERENCE POINTS	Veterans preference points are not granted in promotional examinations.

GENERAL INFORMATION

**It is the candidate’s responsibility** to contact the Caltrans Office of Examination Services in Sacramento, three business days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature, it is the candidate’s responsibility **to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-1821**, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate’s notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available** at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

**If you meet the requirements**, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**The Department of Transportation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*